

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 93
MAY 18, 2011 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, May 18, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Bill Oakes, Director, Connie Bowers, Steve Marx

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Steve Lauderdale

Recording Part 1 @00:05

Add-On

Subject: American Soap Box Derby Practice

Attachment: yes

Proposed Action: Rekdal Road - Closure from SR-532 for approximately ¼ mile to the north on Thursday, June 9, 2011.

Follow up: Okay with Board.

Roads

Subject: Ferry Dock Road Parking

Attachment: Memorandum, Photos, Diagram & Correspondence

Proposed Action: Develop an ordinance which would establish a 20 minute "parking/loading" zone area of 120 feet which allows for approximately 6 vehicles. This zone would provide 60 % additional temporary parking space than the existing posted zone

Follow up: Okay with Board.

Public Works

Subject: DEM SHSGP (State Homeland Security Grant Program) Contract E10-206, Amendment B

Attachment: Memorandum, Amendment B Drafts, E10-206 & Amendment A

Proposed Action: Change the contract expiration date from October 31, 2011 to March 31, 2012. Contract amount remains unchanged.

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: Parks – Camano Island Tennis Courts Resurfacing

Attachment: Memorandum, Proposal & Information

Proposed Action: Postponed.

Subject: Parks – Amendment No. 1/Interlocal Agreement between Oak Harbor School District No. 201, City of Oak Harbor & Island County

Attachment: Memo, Amendment No. 1 & Interlocal Agreement

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Proposed Action: The Interlocal Agreement required the County to provide \$3,000.00 annually to the Oak Harbor School District to help maintain Veterans Stadium for use by the local general public. Due to budget cuts, the Parks Department no longer has the funds to provide such support. Amendment No. 1 would terminate the Interlocal Agreement effective August 31, 2010.

Follow Up: Table decision to June 1, 2011 work session to allow Commissioner Homola to communicate with Mayor Slowik and Rick Schulte, Oak Harbor School District Superintendent.

Roads

Subject: Interagency Agreement – San Juan County

Attachment: Memo & Draft Copy of Interagency Agreement

Proposed Action: Postponed.

Surface Water

Subject: Triad Associates On-Call Agreement

Attachment: Memo & On-Call Agreement

Proposed Action: On-Call Consultant Contract; Triad Engineering & Planning Associates, Inc.; Surveying, Engineering, and Planning for surface water and storm drainage projects; Maximum Amount Payable: \$200,000.00.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Temporary Construction & Permanent Drainage Easements: Fox Spit Road Outfall: WO 484

Attachment: Draft Temporary Construction & Permanent Drainage Easements

Proposed Action: Replace existing Fox Spit Road cross culvert with a new outfall system to prevent further undercutting of the bluff and potential damage to Fox Spit Road.

Follow up: Okay with Board.

**General Services Administration
Summary Minutes**

Work Session was held between the County Commissioners and General Services Administration on Wednesday, May 18, 2011, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Betty Kemp, Director, Don Mason, Bill Oakes, Bob Pederson

Others Present: Elaine Marlow, Budget Director

Recording Part 2@00:25

Risk Management

Subject: Risk Management Self-Assessment for 2011

Attachment: yes

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Proposed Action: Board signature on completed Risk Management Self-Assessment for 2011 to be forwarded to Washington Counties Risk Pool for its review and records.

Follow Up: Okay with Board.

Add-On

Subject: Amended Complaint

Attachment: none

Proposed Action: An Amended Complaint to add further allegations to a claim for damages is being filed. For the purposes of expediting the process, Betty Kemp requested permission, as the County Risk Manager, to authorize the attorney to accept “service” of the Amended Complaint.

Follow up: Okay with Board.

Subject: Human Services new office space lease agreement

Attachment: none

Proposed Action: Addition to the monthly rent of \$500.00 for janitorial services. New rental rate \$3537.50/month.

Follow up: Okay with Board to move forward with lease agreement.

Subject: Island County Fair Water leak related invoice (\$2300.00)

Attachment: none

Proposed Action: Commissioner Price Johnson noted that Dan Ollis, Fair Board Vice-Chair, has agreed that the bill is their responsibility.

Follow up: Betty Kemp will return bill to the Fair Board.

Conservation Futures

Subject: Conservation Easement Grant Deed

Attachment: revised draft grant deed of conservation easement

Proposed Action: Grant deed between the Port of Coupeville and Island County for a portion of the property known as Greenbank Farm. The revised agreement brings the conservation easement more in line with the existing adopted portions of the Special Review District.

Follow Up: Forward document to the Port of Coupeville for their review and comment.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, May 18, at 10:30 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Bob Pederson, Sheriff Brown, Wylie Farr

Record Part 2@29:10

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Subject: PAAs
Attachment: none
Proposed Action:

Planning and Community Development

- Administrative Assistant Reclassification – from C-6 to C-7 – Okay with Board.
- Administrative Temporary Worker (90-120 days) - Okay with Board.

Sheriff

- Records Clerk – replacement position – Okay with Board.

Subject: COPS Grant

Attachment: yes

Proposed Action: Grant to re-hire laid off positions for a 3 year period, requesting up to 2 positions.

Follow up: Okay with Board to submit grant application.

Subject: Scheduling Administrative Services Director interviews

Attachment: none

Discussion: The Board provided available dates for conducting Skype interviews with the two final applicants.

Subject: Vacation Leave – Policy revision

Attachment: none

Information: The next revision to the Island County Personnel Policies and Procedures Manual will be Section 2.01.030, Vacation Leave.

Subject: Employee Compensation Plan and Performance Appraisal policy revisions

Attachments: yes

Proposed Action: The Board reviewed and commented on the revisions to the Employee Compensation Plan and Performance Appraisal policies.

Follow up: Melanie will circulate the revised policies to Department Heads and Elected Officials for review and comment prior to bringing to Roundtable in June.

WSU / Extension Services
Summary Minutes

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, May 18, 2011, at 11:40 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Tim Lawrence, Director, Lynette Goodell

Others Present: Elaine Marlow, Budget Director

Record Part 2@01:40:40

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Proposed Action: The Board considered applicants for appointment to the RTPO TAC.

Follow up: Okay to forward recommendation to Monday's agenda.

Subject: Financial Policy

Attachment:

Information: Elaine reminded the Board that the revisions to the draft financial policy will be on the agenda for the June 1, 2011 work session.

Commissioner Emerson would like to bring forward a discussion regarding putting a dollar limit on each Board members' individual travel allowance.

Follow up: Elaine will draft a resolution for discussion at a future work session.

Recording Part 2@02:14:55

Subject: Sales tax

Attachment: none

Information: The Budget Director provided year to date information on local sales and use tax.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board